



# Bryce Canyon City Town Council Meeting

February 3rd, 2022

10:00 A.M.

70 West 100 North

**Attending:** Mayor Shiloh Syrett, Mike Stevens, Gary Syrett, Bryce Syrett, Kam Roundy, Deanna Moore, Taryn Syrett, Jean Seiler and Sydney Lamas

**Absent:** Cherrie Tebbs

**Others:** Morris Peacock, Kadi Fransen – The Insider, and Fire Chief Ron Harris

## 1. Welcome

### A. Prayer

Given by Bryce Syrett

### B. Pledge

Lead by Bryce Syrett

## 2. Approve Minutes of 1/20/22 Council Meeting

Motioned made by Gary to approve the minutes, 2nd by Mike, Kam yes, Bryce yes

## 3. Adopt the Agenda

Motion to adopt the agenda made by Mike, 2nd by Gary, Bryce Yes, Kam yes

## 4. Other Business

**A. Morris Peacock – Report on the FYE 6/30/21 Audit – Retain for 2022:** Auditor Morris Peacock from Hinton Burdick CPAs is present to report on financial audit for year-end 6/30/21. He presented the audited financial statements as well as graphs on cash and revenue trends. The town had a good fiscal year. Several projects rolled over into this fiscal year from the previous budget year. Morris discussed page 8 of the audited financials; Budget revenues were set high for the Wellness Center, but the project revenues were recorded later based on project reimbursements. Page 31 – Budgeted revenues for sales taxes were set low then came in higher than expected. Trend in revenue did dip some in 2021. Sales taxes peaked in 2019, but with COVID they dropped. Intergovernmental revenue includes drug prevention grant and Cares Act funding. Page 13 – Statement of Activities – shows grant revenue going against the expenses, this is unique to governmental accounting. Expenses are reduced by what was received from governmental grants. Funds received from taxes, and non-grant activities were \$753,157. General revenues are broken out on the bottom on Page 13. Last year we had a negative change in position that included depreciation, which is okay with governmental entities. The city has \$254,000 in depreciation during this fiscal year. Page 16–17 – Statement of revenues (government income statement). This is a cash flow income statement. Debt service is shown as an expense that includes both principal and interest for government entities. Page 17 reconciles the difference in change in fund balance on page 16 to the \$31,204.00 loss from page 13. This is required for all government financial statements. On page 16, capital outlay of \$101,477 is listed as an expense. Some of that expense is highway and street so it is not all general government. Bond principal is added back on page 17 because it is shown as a debt service. Several capital outlay projects such as, highway repaving, Wellness Center cash payments, and weight room equipment increased the overall fixed asset depreciation schedule by \$136,000. Continuing with the audited financial statements - page 12 – shows the restricted cash for B&C road funds. Morris recommends reading the notes to the financials. Page 27 – shows the capital asset schedule as noted we added \$136,000 during the year. Debt service was paid down by \$88,000 during the year. Page 28- shows the city still has \$2.2 million outstanding in debt. One loan has a \$33,000 balance and it should be paid off soon. Page 29 shows the total debt schedule through 2054. Page 33 – includes the yellow book auditing standards. They test internal controls of the city and make sure they are in compliance with federal laws. On the Management Letter they only found one error during the audit, and this was on the money management report. They do find smaller entities that have more issues, so Morris is very impressed with the City

functions. Page 1 of the financials– Gives the city a clean opinion on the financial statements based on test work. Government reports are a little longer. Morris reviewed the Cash trend graph – Cash in the general fund dipped, but restricted cash increased. Debt service restricts cash, also the increase in restricted cash is due to the drug prevention grant and capital projects completed during the fiscal year. The city fell under the fund balance requirements for the year. Fund balance cannot exceed 25%. The City's fidelity bond may not be sufficient, if revenue continues to grow. We may need to increase bond amount.

The council did not have any questions for the auditor. The Insider reporter Kadi Fransen, asked about an executive summary to give the general public and idea of the financial picture of the town. Morris referred to page 9 of the financial statements, and that the city broke even for the year and budgeted to be ahead.

Motion made by Gary to retain Hinton Burdick CPAs for next year's audit, 2<sup>nd</sup> Mike, Kam yes, Bryce yes,

**B. Approval of the FYE 6/30/21 Audit:** Motion to accept the FYE 6/30/21 audit as presented by auditor Morris Peacock made by Gary, 2<sup>nd</sup> by Mike, Kam yes, Bryce yes

**C. Public Safety Building Thermostat Purchase:** The thermostats in the apparatus area of the Public Safety building were not working. There were issues when the system was converted from natural gas to propane. The internal controls were over firing and tripping out. Friday thermostats were replaced by Petersons. Service needs to be performed yearly, and Petersons has it on their schedule. They will service the HVAC unit on a 6-month schedule along with the Wellness Center. Ultimately, the city needs to put everything on an online system that monitors the temperatures and controls. We received a bid on a Honeywell system. For the Public Safety Building it will cost \$4,400.86 for thermostats along with \$1,932.36 in internet costs. Honeywell website is slow; however, it is nice. Things can be changed right from the website, monitors temp, carbon monoxide, output temperature, and schedules can be set from the website. May be able to do away with thermostats on far wall in apparatus area and the one in the storage room. Cost to upgrade the Wellness Center would be \$3,068.87 for thermostats with an additional \$1,932.36 for the internet gateway. This included four thermostats, they may have missed one so the total will increase by \$1000.00. The gateway would connect to both buildings. The total bid for both buildings is \$11,419.59 with installation. Can they tie the gym heaters to one thermostat? Or does it need 3? Public Safety and Fire Department still have funding under R&M budgets so these funds can be used for the purchase. The Wellness Center has some R&M and materials and supplies funding in budget that can be used as well. Wellness center hallway is not staying warm.

**D. Fire Department Structural PPE (Turnout Gear) Purchase:** Cody Shirreffs needs new turnout gear. His old gear will be kept and handed down. Trevan has the oldest set of turnout gear that is about 17 years old. While at fire school this past month, Weidner Fire offered a deal for top of line Teck Gen 7 gear and will offer a two for one deal. The total cost for two sets of gear is \$3199.00. This is a \$2100 savings. The deal is available for several months. Both firemen were sized at fire school. If approved for Cody – one department would have to buy both gears. If Bryce Canyon City would purchase the gear, then they could invoice Tropic for reimbursement for half of the cost for Trevan's gear. Both departments work together and share firefighters. Trevan responds with Bryce City Fire, so Mayor and council are fine to purchase both sets of gear and not split with Tropic. Motion to purchase both structural PPE gear made by Gary, 2<sup>nd</sup> by Mike, Kam yes, Bryce yes

Ron is still waiting on the fire agreement with Garfield County, he requested a few minor changes– David Church did not get the agreement finished binding Bryce Canyon City Fire and Tropic Fire for response and reporting. This would not be a district just a formality to join the two departments, since they already operate as one. Each town would still be responsible for their own budgets, Worker's Comp, insurances and equipment. Tropic Town currently pays for one fire reporting system for the fire department and Bryce City pays for another, so that portion balances out.

Ron would like to thank Bryce Canyon City for allowing the County to hold the EMT class here at Public Safety building. The class used to be held at Ruby's Inn, but conference rooms are way busy and hard to book. The equipment for the class is stored at the Public Safety building anyways so it does not need to be hauled back and forth. Everything is working well with the class. Masks and gloves are provided. Garfield County Ambulance is supplying the items. Taryn has been great to get the room moved around and ready for class. Ruby's Inn is offering EMT students hotel rooms for \$35.00/night if they need to spend the night. This includes one breakfast so if they need more it will cost \$10/per person. It is a collaborated effort to make the class a success.

**E. Mike & Kami Stevens – Canyons IV Hydration and Wellness:** Mike presented business plan to offer hydration vitamins. May want to turn into a clinic one day. Motion to approve the business license made by Gary, 2<sup>nd</sup> by Kam, Bryce yes, Mike will abstain. The application and payment have been received. Deanna spoke with Kami and the services will be available during the winter fest in the Ruby's Inn board room.

**F. Ruby's Inn Inc. Package Agency Business License and Local Authority Approval:** Ruby's Inn is required to re-apply for the current package agency with the Department of Alcoholic Beverage Control. Therefore, they need a local consent form from the city and business and beer licenses solely for the package agency.

Motion made to approve the business and beer license by Mike, 2<sup>nd</sup> by Kam, Bryce yes, Gary yes

Motion to approve the local consent made by Mike, 2<sup>nd</sup> by Kam, Bryce yes, Gary yes

**G. Tim Gates – Business License – Merchandise Sales:** Still need form and payment from Tim before it can be approved.

## **5. Department Reports**

**Mayor:** Attended partners meeting with BCNP – Shuttle contract will be announced soon. Will issue a press release when it is announced.

**Mike Stevens:** nothing to report

**Gary:** Add advertising for Highschool Sports Cast to next agenda

**Bryce Syrett:** Received bid from Holbrook and called Straight Stripe for a bid. Just waiting for a call back. Jean has a contact at Straight Stripe maybe we can reach out to. Let BCNP know who we decide to use. They may use the same company for their bike path so we can get them finished together. Put on agenda for next meeting

**Kam Roundy:** Working on Wellness Center rule signage. Need a few adjustments. Will put on agenda next meeting to approve. Working with Jean and Taryn on QR codes. Kam will bring final proof to the next meeting

**Cherrie Tebbs:** absent -

**Taryn Syrett:** A lot going on in the gym – it's been busy.

**Deanna Moore:** On Monday the Travel Council approved the \$2000 grant for Canyon 2 Canyon

**Syd:** nothing to report

**6. Planning Commission-Mayor Syrett:** no discussion

## **7. Financial**

**a. Profit Loss/Balance Sheet/Budget Report (First Meeting of the Month):** reviewed

**b. Budget Report – Sydney Lamas (First Meeting of the Month):** Reviewed

**c. Warrants-Mike Stevens**

State Bank of Southern Utah \$6979.00, Utah State Division of Finance \$300.00, Garkane Energy \$921.58, Tropic Town \$200.00, Alsco \$96.60, Cody Shirreffs \$233.00, Garkane Propane \$1860.43, Imaging Concepts \$22.96, Lexipol \$3340.96, Nicholas & Company Las Vegas \$78.18, PEHP Group Insurance \$847.16, Peterson Refrigeration \$1145.14, Ron Harris \$511.48, Zions Bank CC \$360.41

Mayor accidentally used BCC card and issued a check for reimbursement for the costs.

Motion by Kam to approve the warrants, 2<sup>nd</sup> by Gary, Bryce yes, Mike yes

**8. Review Next Meetings Agenda** – Next meeting is February 17th

**9. Local Building Authority Meeting**

Motion made by Mike to enter the Local Building Authority Meeting, 2<sup>nd</sup> by Kam, Bryce yes, Gary yes

No discussion

Motion to adjourn the Local Building Authority Meeting made by Mike, 2<sup>nd</sup> by Kam, Bryce yes, Gary yes,

**10. Executive Session:** Not needed

**11. Adjourn Council Meeting**

Motion by Mike to adjourn the council meeting, 2<sup>nd</sup> by Kam, Bryce yes, Gary yes